



SHORT SUBDIVISION PRELIMINARY SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit a complete application for review. Depending on the complexity of the proposal, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

- ☐ **Application Form** (attached)
- ☐ **Pre-application Meeting** – A pre-application meeting is required prior to application submittal (See *Pre-Application Meeting* handout).

Date of pre-application meeting: _____
- ☐ **Neighborhood Meeting** – A neighborhood meeting is required prior to application submittal and a report of the meeting is to be submitted with the application (See *Neighborhood Meetings* handout).

Date of neighborhood meeting: _____
- ☐ **Title Report** - Provide a title report no more than 30 days old or "Plat Certificate". Include schedules describing any recorded easements.
- ☐ **Certificate of Sewer Availability** – Required for all projects (including carports, garages, additions, decks, etc.).
 - Ronald Wastewater District (206) 546-2494
 - The Highlands (206) 362-2100
- ☐ **Certificate of Water Availability** – Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total area exceeds 2,500 square feet. The distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant is required. To obtain a Water or Fire Flow Certificate of Availability contact:
 - City of Seattle Public Utilities (206) 684-5800.
 - Shoreline Water District (206) 362-8100.
 - The Highlands customers (206) 362-2100.
- ☐ **Vicinity Map** – **one (1) copy**. General location within the City of Shoreline.

- ☐ **Survey of existing conditions** – **four (3 full size and 1 reduced - 11" x 17" maximum) copies.**
 - Any survey prepared must comply with RCW 58.09, Survey Recording Act and WAC-332-130, survey and land descriptions.
 - Reference Datum.
 - Horizontal NAD83 (1991).
 - Vertical NAVD 1998.
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Dimensions of all property lines.
 - Location, identification and dimension of all existing buildings and buildings to be demolished including their uses. Also include streets, internal access roads/private streets, alleys, rockeries, retaining walls, and fences.
 - Driveways and structures on adjacent properties.
 - Building setbacks from front, side, and rear property lines.
 - Easements, existing and proposed which are on the property, including utility, drainage, access, and open space. (Include the King County recording number for existing easements).
 - Critical Areas: geologic hazards, fish and wildlife habitat, wetlands, flood hazard, aquifer recharge, streams on site and within 150' of the property.
 - Topography at 2' contour intervals.

Utilities

Location of all existing utilities including water, sewer, gas, electric, and telecommunications. Indicate all hydrant location(s).

Proposed subdivision

- The proposed property lines, driveway or access tract, and other configuration information may be superimposed on the survey or provided on a separate scaled drawing.

17500 Midvale Avenue North, Shoreline, Washington 98133-4905

Telephone (206) 801-2500 Fax (206) 801-2788 pcd@shorelinewa.gov

The Development Code (Title 20) is located at mrsc.org

- **Tree Retention Information** – (See the *Tree Conservation, Land Clearing, and Site Grading Standards* in the *Shoreline Development Code* for additional information and specific requirements).
 - Location, size, species, and condition of all existing trees on the property. Show drip lines of trees within 20' of proposed development.
 - Identification of trees to be removed, trees to be preserved, and location of planted trees.
 - Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.
 - Calculation of required significant tree retention percentage.
 - Calculation of required replacement trees.
- **Drainage and Paving** – Drainage review is required for all preliminary short plats.
 - Location of all existing drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities.
 - Total area of existing hardscape.
 - Conceptual/preliminary drainage plan. Based on site and soil conditions certain sites will be eligible for “Small Site Drainage Review”. For those that qualify a “small site drainage plans” should be included with the preliminary application. The drainage plans include a site improvement plan, erosion and

sediment control plan, and written drainage assessment. *Department of Ecology Stormwater Management Manual for Western Washington*.

- **Soils Evaluation** – To facilitate preliminary review a soils report/evaluation is required. All soils evaluations must be prepared consistent with the requirements outlined in the *Department of Ecology Stormwater Management Manual for Western Washington*.
- **Notice materials**
 - Current King County Assessor’s quarter-section map(s) with the subject property identified and showing all property within 500’ of any boundary of the subject property. Draw 500’ boundary line on the map(s). Include a list of property owners with tax account numbers.
 - **Three (3) sets** of mailing labels for all property owners within 500’ of any boundary of the subject property. (Planning & Community Development can assist with the preparation of mailing labels. An additional fee will be assessed.)
 - Copy of mailing list.
- **Submittal Fees** – (See *Planning & Community Development Fee Schedule*)

Short Subdivision-Preliminary submittal fee:

Hourly rate, 30-hour minimum \$4,485.00 for two-lot short subdivision, plus 3-hour minimum (448.50) for each additional lot, plus 5-hour (\$747.50) civil plan review.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under “Popular Links” select “Permits”.

OTHER PERMITS THAT MAY BE REQUIRED IN CONJUNCTION WITH SHORT PLATTING PROPERTY

Right-of-Way
 Site Development
 Financial guarantees for frontage and/or other improvements
 Short Subdivision-Final